

~~Document No.~~  
~~Security Information~~  
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 Class May Change To: TS

Auth.: HR 70-2

Date: 10-17-78

By: 30

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 1 May 1953

1. General

a. Department of Defense Support - (continued item)

25X1A1d

(2) Agency Directive for Defense Support - A staff study  
 subject has been completed. Action is being taken to obtain proper coordination before submission to the DD/A.

(3) Briefing on Defense Support - A CIA briefing on the new Department of Defense support directives and their effect on CIA operations is scheduled for 13 May. Invitations will be transmitted by the Director of Training during the next week.

b. 1953 Fund Requirements List ("Shopping List") - (continued item)

This office is still awaiting the approval of the DCI on the "Shopping List."

c. Large Requisitions for ME and FE Divisions - (continued item)

These requisitions are in the final stages of analysis. It appears that most of the items can be issued out of stocks without replacement.

d. European Logistics Support Command - (continued item)

25X1A6a

e. Stockpile of Materiel in [redacted] - (new item)

25X1A6a

DD/P-Admin. is most anxious to effect the establishment of subject stockpile. This office has assisted FE Division with this project by furnishing certain inventory information and has reassured the Assistant DD/P-Admin. that it will furnish assistance indicated as required.

*Tip in M-12*

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f. Field Priority for Supplies - (new item)

25X1A6a

~~✓~~ An IN cable from FE indicated that [REDACTED] is encountering difficulty regarding obtaining supplies from [REDACTED] because of the priority situation. This matter is being investigated with Supply Distribution Branch, [REDACTED] for immediate resolution.

2. Administration

a. Agency Regulations - (continued item)

Several proposed regulations have been completed in draft form during the past week.

b. Central Processing Branch-Personnel Movement Branch - (continued item)

~~✓~~ The staff study on this subject prepared by Organization and Methods Service has been signed by the Chief of Logistics and forwarded to the Director of Personnel.

3. Projects and Studies in Process

25X1A6a

a. Intermediate Base - (continued item)

~~✓~~ Detailed cost and facilities data have been transmitted to FE Division for its use in the preparation of a PRC staff study.

25X1A2g

b. Project [REDACTED] - (continued item)

~~✓~~ The logistics support plan for this Project is in process of preparation and will be forwarded to the Director of Training through the DD/A as soon as completed.

4. Staff Items of Interest

25X1A2g

b. Middletown Air Materiel Supply Conference - (new item)

A representative of this office attended subject conference to obtain latest information on Air Materiel supply and procurement procedures.

25X1A1d

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d. Availability Information for SR Division - (new item)

25X1C10b

Provided SR Division with a list of items [REDACTED] procured for it and stored by FE Division in 1951. FE Division is agreeable to releasing this material to the SR Division.

5. Transportation Division

25X1A6a

[REDACTED]

6. Supply Division

a. Headquarters Warehousing - (continued item)

25X1A6a

The construction work on the [REDACTED] is nearing completion. However, the contractor will have to waste no time if we are to commence movement and occupancy by 15 May.

25X1A6a

b. [REDACTED] - (continued item)

The repair and renovation of this installation is nearing completion. The loading and unloading docks have been completed, along with the necessary repairs and painting. It is planned that the dock driveway and drainage facilities will be completed by 15 May.

c. Supply Catalog Index - (new item)

Operating divisions have requested that this Division prepare an operational stock catalog index, showing for each catalog item, in alphabetical order, its name, family group, and commodity classification.

d. Financial Accounting Procedure - (continued item)

Subject procedures, as previously coordinated with the Comptroller, will be placed in effect 1 May for the bulk procurement program. Required briefing and training of Stock Control personnel are in process. Close coordination is continuing with the Machine Records unit for their implementation of the program.

7. Procurement Division

25X1C10b

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25X1C10b



c. Special Stock Account No. 2 - (new item)

25X1X4

An auditor has been detailed to this Division by the Auditor in Chief to run a final audit of the expenditures under the [redacted] program. It is hoped that this audit will be completed by the end of May, thereby permitting the liquidation of funds for the major part of the advances made to the Special Stock Account No. 2.

d. Contract Documents

25X1A5a1



(2) Contracts pending and/or in process 118

(3) Requisitions - by Division Branch

	Special Purch.	Military Purch.	Contract	Purch. Order	Total
Brought fwd	9	17	105	264	395
Received	12	29	22	117	180
Completed	11	21	9	154	195
Pending	10	25	118	227	380

(4) Purchase Orders issued 190 - Total \$119,035.60

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8. Real Estate and Construction Division

a. Projects

25X1A2g

(1) [REDACTED] - (continued item) - No change since last week.

25X1A2g

(2) [REDACTED] (Training) - (continued item) - (a) All vouchers covering construction contract are now in the hands of Finance Division, with one exception in the amount of \$100. (b) Final payment to the Architect-Engineer Contractor is pending final audit by Finance Division. (c) An estimate is being prepared for inclusion by Training in their PRC presentation, covering the construction of quarters for female students.

25X1A2g

(3) [REDACTED] (Commo) - (continued item) - Construction progress continues. Right of way for power line is no longer required inasmuch as underground system has now been determined the most feasible method to obtain power for the station.

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(4) [REDACTED] - (continued item) -

(a) Seven contractors plan to bid on the building construction contract. (b) Plans and specifications are nearing completion for antennas and power cable contract. (c) Project is awaiting signature of DCI.

25X1A6a

(5) [REDACTED] (Commo) - (continued item) - (a) Survey of water supply system: Division representatives again visited site to obtain data for a better survey of the water supply system. (b) Communications laboratory: The requirements for this laboratory have not been received from Communications. It is promised that the needed requirements will be available during the early part of next week. Construction estimates will be prepared for use by Commo in their PRC presentation document.

b. Other Items of Interest

25X1A7b

(1) BOQ's, [REDACTED] - (continued item) - Final action on leasing of subject houses was completed during this week.

25X1A6a

(2) [REDACTED] Warehouse Lease Extension - (new item) - A request was forwarded to the owner for a meeting to negotiate for the extension of the current lease for one year, with a 30-day cancellation clause.

25X1A6a

(3) Storage Area for Mobile Communications Equipment - (continued item) - Arrangements with the Department of Defense were continued this week to permit the Agency to store mobile communications equipment at [REDACTED].

25X1A6a

(4) SR Requirements for Training Area - (continued item) - Plans are being made to make an inspection trip to [REDACTED]

25X1A6a

25X1A9a

Acting Chief of Logistics

LO/SS/JCB:cc (1 May 1953)  
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